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|  | **President’s Diversity and Equity Committee** |

**PDEC Sponsorship Fund – APPLICATION FORM**

**Upcoming Application Deadlines**

* **1st\* of each month in which PDEC meets** (September to November and January to June)

**\***When the 1st falls on a weekend, applications are due the following Monday.

Please see the [**PDEC Sponsorship Fund Guidelines**](https://www.kpu.ca/sites/default/files/PDEC%20Sponsorship%20Guidelines%202022.pdf) for further information about award timelines, conditions, and other considerations.

Completed applications (and any additional documentation) should be submitted electronically to PDEC@kpu.ca with the subject line – “**PDEC Sponsorship Fund Application**”.

**Applicant Information**

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| --- | --- |
| **Name(s) of Applicant or Applicant Group Members:** |  |
| **Phone Number(s):** |  |
| **Relationship to KPU (student, staff, faculty, etc.)** |  |
| **Affiliation(s) (department, program, club, etc.):** |  |
| **KPU Email Address(es):** |  |
| **External Email Address(es) for non-KPU group member(s) (if applicable):** |  |

**Project/Event Information**

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| --- | --- |
| **Title of Event/Project:** |  |
| **Brief description of Event/Project:**(for publication on the PDEC website; 75 words max.) |  |
| **Dates/Timeline of the initiative:**(Note: Funding cannot be spread over two fiscal years) |  |
| **Total Budget Requested from PDEC:** |  |
| **Total Budget Requested or Received from other sources (if applicable):** |  |
| **Previously received funds from PDEC for this initiative or from this department/ applicant (if applicable):**  |  |

**Project/Event Description**

Using the form on the next page, please submit a more extended (300-600 word) description of your initiative that includes the following:

1. A statement of objectives or outcomes of the event or initiative that makes clear reference to KPU's commitment to equity, diversity, inclusion, anti-racism, decolonization, accessibility and/or intersectional social justice as outlined in [Policy HR15 – Diversity and Inclusiveness](https://www.kpu.ca/sites/default/files/Policies/HR15%20Diversity%20and%20Inclusiveness%20Policy.pdf) and other relevant policies; in the institutionally adopted commitment documents and goals of groups posted on KPU's [EDI webpage](https://www.kpu.ca/edi); and/or in existing or forthcoming reports and plans such as the Task Force on Anti-racism Report, the EDID Action Plan, and xéʔelɬ - Pathways to Systemic Transformation.
2. The main elements of the initiative (including all relevant dates and venues);
3. Overview of the benefits of the initiative to students, faculty, and the KPU community, and how these will be measured.

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**Project/Initiative Budget**

Your budget *must* include:

1. Complete budget categories *(i.e. breakdown of the specific uses of the amount requested, including which items would be covered by PDEC monies);*
2. Identification of the amounts and uses of committed and/or requested funds and donations from other sources, including in-kind donations or services;
3. Indication of how budget will be adjusted if requested funds from various sources are not obtained.

*Please fill out the following table to indicate revenues and expenses for your project.*

**Expenditures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expense Item** | **Total Cost of Item** | **Requested Funds from PDEC** | **Requested Funds from Other Sources ($ amounts)** | **Requested In-kind Support from Other Sources** | **Notes** |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Totals** | **$** | **$** |  |  |  |

**Revenues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Source** | **Cash** | **Gift-in-kind** | **Total** | **Status (pending or confirmed** | **Notes** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Totals** | **$** | **$** | **$** |  |  |

**If you are not successful in receiving funding from all requested sources, how will your budget be adjusted?**

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**Required Signatures\***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Applicant |  | Approved Signer\* |
|  |  |  |
| Print Name |  | Print Name |
|  |  |  |
| Date |  | Date |

**Special Purpose Fund Code** *(to be completed by the above Approved Signer)*

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*This portion needs to be completed in order to transfer sponsored funds*

\*Please have your application signed by an approved signer **before** submitting it to PDEC. Approval is required in order for your application to be considered by PDEC. If you are not sure who should sign your application, please inquire via pdec@kpu.ca.

**Approved Signers -** *Approved individuals for signing include* ***only*** *the following:*

Diane Purvey, Provost and Vice President Academic

Asma Sayed, Vice President, Equity and Inclusive Communities

Zena Mitchell, Vice President, Students

Randall Heidt, Vice President, External Affairs

Joanne Saunders, Executive Director, Marketing and Communications

Shelley Boyd, Dean, Faculty of Arts

Andhra Goundrey, Dean, Wilson School of Design

Brett Favaro, Dean, Faculty of Science and Horticulture

Sharmen Lee, Dean, Faculty of Health

Laura McDonald, Dean, Faculty of Trades and Technology

Stephanie Howes, Dean, Melville School of Business

Aimee Begalka, Dean, Faculty of Academic and Career Preparation

**Funds**

All approved applications will require an SPF to be set-up for the transfer and tracking of funds for the approved event/initiative. SPFs should be set up and accessed through the administrative unit of the approved signer. All PDEC funds must be expensed in the fiscal year in which they are transferred.

**Conclusion of Event/Initiative**

A ~600-word report on project outcomes must be submitted to pdec@kpu.ca within one month of the conclusion of the event/initiative. It may be shared with PDEC and/or posted on the PDEC website.